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23 SEP 1971

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MEMORANDUM FOR: Mr. Coffey

SUBJECT : DDS Microfilm Information Seminar -
19 October 1971

25X1 1. I have now firmed up a date and schedule with
[] our microfilm consultant, for a microfilm seminar
for key Support Directorate personnel. This will be a specially
25X1 designed one-day session on Tuesday, 19 October which will precede
the third running of [] three-day seminar given to selected
Agency personnel from all directorates.

2. Based on your suggestion that a special program highlighting microform hardware as well as ongoing and projected DDS microform applications would be of considerable interest to the DDS office heads as well as other key DDS managerial personnel, I planned to break the day into two sessions: (a) DDS office heads and/or their deputies will be invited to attend a one and a half hour morning session from approximately 0845 to 1015. They could then proceed to your regular 1030 staff meeting. Time frames for this session are not rigid and we could keep open all morning to allow both the office heads and their deputies to attend. Also if they cannot make it at 0845 and remain the full one and a half hours they could come by just to see the hardware display and look at microfilm applications from their own offices; (b) the afternoon session from 1300 to 1630 hours will be for other key DDS managerial personnel. This session will go into more detail on microform systems analysis considerations, individual office applications, and allow time for questions and discussions.

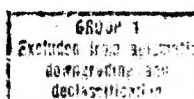
3. In order to publicize this special one-day seminar, I urge that it be made an agenda item on your office heads staff meeting on 5 October 1971. At this meeting you could give the program your backing and I would be prepared to brief the group, answer questions and pass out the attached invitation from DDS to DDS office heads with a listing of recommended participants, and an outline of items to be covered in these half day sessions.

[]
Chief, Support Services Staff

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attachments

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27 SEP 1971

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

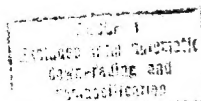
SUBJECT : DDS Microfilm Information Seminars

1. We are holding a special one-day Microfilm Information Seminar on Tuesday, 19 October. This seminar will precede the third running of our in-house three-day Microfilm Information Seminar given to selected Agency personnel from all directorates. The special seminar will highlight microform hardware as well as on-going and projected DDS Microfilm applications. We believe this program will be of considerable interest to the DDS office heads as well as other key DDS managerial personnel.

2. We plan to have two sessions. DDS office heads are invited to attend a one and a half hour morning session from approximately 0845 to 1015. Where possible, we hope the office heads will invite their deputies to attend either the morning or afternoon session. Office heads can proceed from the seminar to my regular 1030 staff meeting. The time frames for this session are not rigid. After a fifteen to twenty minute introduction, we will start demonstrating equipment and our microform applications to date. If office heads cannot attend the entire session, they should still plan to come by to see the hardware display and look at microfilm applications from their own offices. This can be done at any time during the session.

3. The afternoon session from 1300 to 1630 hours is for other key DDS managerial personnel. Attached, Tab A, is a listing of key DDS personnel we suggest be encouraged to attend the afternoon session. You may make substitutions within your office but please do not exceed the total numbers allotted your office. This session will go more into detail on microfilm analysis considera-

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tions, look at individual applications by office, and allow more time for questions and discussions.

4. The seminars will be conducted by [redacted] and personnel from the Support Services Staff. [redacted] is the President

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5. Given the current interest in microfilming as a means to reduce files and improve our ability to work with them, the seminars should be a productive experience. Attached is an outline of the seminar for your information. I would like to see you attend and participate actively to make the seminars a success.

/s/ John W. Coffey

John W. Coffey
Deputy Director
for Support

Attachments

DDS/SSS/HEP:rf (22 September 1971)

Distribution:

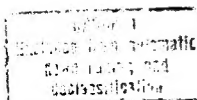
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TAB C

MICROFILM SEMINAR FOR KEY MANAGERIAL PERSONNEL

Introduction

Recent Developments in Microfilming

Equipment and Applications Demonstration

Filming

Planetary -

Recordak Starfile RVI - films documents one at a time.

Rotary -

Bell and Howell Director II - very high speed camera with automatic exposure control

Rotoline -

High speed microfilming of continuous forms generated by computer printouts

Jacket Stuffing and Duplicating

- NB Jacket Stuffer

- Recordak Duplicating/Printer 404

Retrieval

Cartridge - 3M 400 - 16mm roll film in cartridges

3M 500 - dry silver process for copies - 16mm roll film in cartridges

Jacket - Fiche - 3M Executive Fiche Reader/Printer -
fiche copies of jackets

Aperture Card - Recordak 1824 Model MK6-1

Mohawk Systems - display of an automatic retrieval system

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APPLICATIONS AND MICROFORMS TO BE DEMONSTRATED

Office of Logistics

Micropublishing - Microfiche Format

Cable

Office of Finance

Obligation Status Reports - Rotoline/Cartridge

Vouchers - Planetary/Rotary/Cartridge

Payroll - COM/Cartridge

Office of Personnel

Qualifications Register - COM/Cartridge

Personnel Files - Test Project/Microthin Jackets

Office of Training

Agency Training Record - COM/Cartridge

Office of Communications

Engineering Drawing/Aperture Card

Support Services Staff

Headquarters Regulations - Microfiche

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